



**U. S. Department of Justice**  
Office of Justice Programs  
Office of the Assistant Attorney General

March 24, 2006

To OJP Grantees,

In a continuing effort to better serve the grants community, the Office of Justice Programs (OJP) has developed an electronic module for processing Grant Adjustment Notices (GANs). OJP requires a GAN for any programmatic, administrative, or financial change associated with a grant. The new GAN module in the OJP Grant Management System (GMS) will give you, the grantee, the ability to initiate your requests for grant adjustment electronically through the GMS system.

Examples of changes that would require a GAN include: change in the point of contact or authorizing official for a grant, request for a no-cost extension of the grant period, or altering the programmatic activities of a grant, among others. In early April 2006, you will see an option in GMS which will allow you to initiate these requests. When a decision has been made on the proposed adjustment, you will be notified by email of the decision, and the GMS record will be updated.

By automating the GAN process, OJP has streamlined, standardized, and decreased the processing time for GANs and increased the efficiency of the GAN process. Once the GAN module goes live in April 2006, all GANs must be processed electronically through the GAN module.

While the new GAN module is self-explanatory, OJP will provide additional information resources for you. Detailed instructions on use of the GAN module will be posted on the GMS website. Staff at the GMS Help Desk will be available by email at [GMS.helpdesk@usdoj.gov](mailto:GMS.helpdesk@usdoj.gov) or by phone through 1-800-458-0786 (press 6, and then press 3). In addition, the Office of the Comptroller has included the GAN module in the monthly Regional Financial Management Training Seminars for grantees. You can register for a Seminar at <http://www.tech-res-intl.com/DOJ-OCtraining/>.

We look forward to implementation of this system enhancement and look forward to bringing additional enhancements to you in the future.

If you have any questions, please contact Amy Callaghan, Senior Advisor, by phone 202-514-9292 or by email, [amy.callaghan@usdoj.gov](mailto:amy.callaghan@usdoj.gov).

Sincerely,

Beth McGarry  
Deputy Assistant Attorney General for Operations and Management